El Camino College

Custodial Supervisor

KEY ROLES/RESPONSIBILITIES

Under immediate direction of an assigned administrator, exercise effective management of the areas assigned providing direct supervision over assigned positions. Implement the department's or unit's vision and develop, organize, and implement goals and objectives; plan, develop, organize schedule, direct, improve and evaluate assigned programs, services, and activities; and provide oversight, development, and coordination of all elements of the areas assigned, including all operations and activities of the custodial crews.

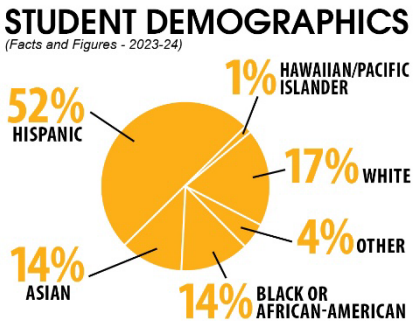
Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and Division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.



As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. substantial transformation campus-wide.

CUSTODIAL SUPERVISOR

Division: Facilities Planning & Services
Posting Closing Date: 10/12/26
Req: C2627-010E
Position Type: Supervisory Administrator

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at:

Job Description

1. Oversee the daily operations and activities of the custodial crew to ensure assigned campus areas are in a clean, orderly, and secure condition. Train staff to properly perform custodial activities and use equipment safely. Demonstrate appropriate cleaning methods such as sweep, scrub, mop, wax, and polish floors; vacuum rugs and carpets; spot clean and shampoo carpets; and clean restrooms, classrooms, offices, and other work areas in accordance with College standards.
2. Ensure College facilities are clean, sanitary, functioning efficiently, and in safe working condition. Monitor and inspect assigned sites, and report condition of the facilities. Identify and inform supervisor of areas in need of maintenance and/or improvement to help prevent operational malfunctions, breakdowns, and general depreciation. Anticipate problems and proactively develop solutions in consultation with supervisor.
3. Recruit, hire, train, and supervise staff. Schedule and assign work. Set work priorities and adjust as needed. Authorize overtime as appropriate. Assess performance and provide written and/or verbal feedback, counseling, or discipline, as needed. Recommend various personnel actions including professional training and development opportunities for staff.
4. Operate a variety of custodial equipment used in the maintenance of facilities. Maintain compliance with established safety policies, procedures, and certification requirements. Ensure equipment is clean, safe, and in operating condition. Attend and conduct safety meetings for staff.
5. Perform routine inspections of custodial equipment and materials for deficiencies, health/safety hazards, and/or code violations. Evaluate equipment and materials and inform supervisor if items should be repaired or replaced.
6. Perform custodial maintenance and/or operational work independently or as part of a team. Assign personnel to special events and other campus activities as needed. Ensure facilities are properly prepared for hosting sporting events, registrations, lectures, and other activities.
7. Ensure compliance with College and departmental work rules, policies, and procedures as well as bargaining agreements. Work in consultation with supervisor to develop detailed, internal policies, procedures, and operating standards to improve the overall condition of campus facilities.

8. Respond promptly to College personnel and other customers regarding custodial needs of buildings and facilities. Travel to various sites to assess scope of service requests and/or to resolve problems as they arise.
9. Inspect completed work orders for quality of workmanship, accuracy, and/or adherence to operational standards. Follow-up with College personnel and other customers to confirm satisfaction of completed work as appropriate.
10. Prepare and maintain a variety of records related to assigned duties, including work orders.
11. Assist in the development of a comprehensive annual quality assurance program as directed. Ensure staff are adequately and routinely trained and properly certified in safe work methods, procedures, equipment use, and are informed of best practices in custodial services. Direct the operation of related custodial equipment. Train staff in the proper use of machinery and procedures. Attend and conduct safety meetings for staff.
12. Order and maintain proper levels of custodial materials, supplies, and equipment within an assigned budget.
13. Communicate and/or partner with other College personnel regarding work requests, projects, complaints, and other issues related to custodial activities to ensure scheduled work assignments meet operational needs. Exchange information, resolve issues/concerns, and coordinate activities.
14. Stay informed of campus developments. Attend meetings, workshops, seminars, and training sessions as appropriate. Serve on committees and interview panels as requested.
15. Direct and coordinate the relocation of furniture around campus and set up facilities for special events and activities.

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train, supervise, motivate, and evaluate the performance of assigned managerial, professional, operational, technical, and support personnel; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments; evaluate work products and results, implement appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.

6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: High School diploma or G.E.D.

Experience: Two (2) years increasingly responsible custodial experience, including one (1) year of coordination, lead, or supervisory responsibility.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

Knowledge/Areas of Expertise:

- Effective methods, materials, tools, and equipment for maintaining buildings and facilities in a safe, clean, and orderly condition. Modern cleaning methods, including basic methods of cleaning and preserving floors, carpets, furniture, walls, and fixtures.
- Knowledge of appropriate safety precautions and procedures, including proper lifting techniques.
- Expertise in using basic record-keeping techniques.

Abilities/Skills:

- Effectively plan, schedule, and coordinate custodial operations for an assigned crew. Assign and inspect the work of others. Hire, train, supervise and evaluate personnel.
- Apply and explain procedures and use of equipment and supplies in custodial work.
- Use cleaning materials, equipment, and methods according to pre-determined standards.
- Observe and report need for maintenance and repair.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Combined office and on-site work setting. Duties are performed in an office environment while sitting at a desk or computer workstation, with frequent visits to work sites in buildings throughout campus having exposure to chemicals, unpleasant fumes, dust, and odors. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. Minimal environmental controls to assure health and comfort. Involves working non-standard, evening, and weekend hours, often under unpleasant conditions.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide

information; see to read fine print and operate computer; hear and understand voices over telephone and in person; lift, carry, and/or move objects weighing up to 50 pounds; and climb ladders.

EXTENDED CLOSING DATE: MONDAY, OCTOBER 12, 2026 at 3:00 P.M.

SALARY: Starting salary is $5,739 per month.

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached ($7,369 per month).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month supervisor position. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Working hours will be in-person, Monday through Friday 2:00 p.m. until 10:30 p.m. Work schedule may include weekends, evenings, and/or holidays based on business needs.

Supervisors may work all or a portion of the workdays that fall between December 25 and January 1. Supervisors may also use their accrued vacation days to cover all or a portion of the workdays that fall between December 25 and January 1.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: ADA Job Applicant Accommodation Request (maxient.com)

INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is $600. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: Employment Opportunities | El Camino College | Torrance, CA
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College
HR Service Partner
Pamela Jones
310-660-3593, Ext. 3478
pjones@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an Annual Security Report and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.